



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1700.4C w/Ch 1
B 07-4
28 Feb 00

BATTALION ORDER 1700.4C w/Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR BATTALION SPECIAL SERVICES

Ref: (a) MCBO P1700.1A

Encl: (1) List of Battalion Special Services Gear
(2) Sample Request for Lunga Picnic Area Reservation and Fee Waiver
(3) Sample Request for Recreation Funds
(4) Party Request Procedures

1. Purpose. To provide instructions and information regarding special services within this Organization.

2. Cancellation. BnO 1700.4B.

3. Background. The mission of Battalion special services is to assist Marines of this Organization in the utilization of Marine Corps Community Services (MCCS) support and facilities. All special services activities are under the administrative, financial and operational control of the Special Services Officer and will be performed per the reference.

4. Functions and Responsibilities

a. The Special Services Officer for this Organization will:

(1) Serve as a special staff officer and advise the Commanding Officer on the organization and conduct of the special services program.

(2) Supervise the administration of all appropriated and non-appropriated funds and the maintenance and accountability of all MCCS property.

(3) Act as liaison between the Battalion Commander and Battalion MCCS Area Coordinator.

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b. The Special Services Noncommissioned Officer (NCO) will:

(1) Assist the Special Services Officer in the administration of the special services issue point, to include the issue, recall and maintenance of all property and equipment.

(2) Maintain the account ledgers for all appropriated and non-appropriated funds, subject to the approval of the Special Services Officer.

c. The Battalion MCCA Area Coordinator will:

(1) Be an employee of MCCA.

(2) Serve as the liaison between the Organization and MCCA for the support of unit and section function.

(3) Provide expert knowledge and insight into the available funding, equipment, and service support capabilities of MCCA.

5. Battalion Recreational Facilities

a. All Battalion recreational equipment is for use by Headquarters and Service Battalion personnel only. See enclosure (1) for special services gear available through the Special Services NCO.

b. All Department of Defense authorized personnel may use the Battalion Fitness Center on an "as available" basis. The Battalion Fitness Center is located in Building 2006 and is available 24 hours a day through the Area Officer of the Day. Unit organized PT sessions may be scheduled by contacting the Special Services NCO at least one week in advance.

6. Responsibilities of Patrons. Personnel using special services activities and equipment will:

a. Read, understand and abide by the instructions for the activities.

b. Be responsible for the damage caused by themselves, their family members and guests.

c. Treat equipment in a responsible and mature manner, returning it by the date due in the same condition as when checked out.

7. Issue and Return of Equipment

a. Athletic and recreational equipment will be issued to Battalion personnel for periods not to exceed the times specified in the following schedule:

Athletic Equipment: three working days.
Party Equipment: one week.
Bicycles: one working day

b. Personnel will sign for all equipment issued. Personnel who are delinquent in returning equipment will be contacted by a representative of special services and reminded of the existing delinquency. Additional reminders will be via the respective company commander.

c. Personnel found to be negligent in the loss or damage of property will be required to replace the property and/or shall be subject to disciplinary action as may be prescribed by the Commanding Officer.

8. Funds, Property and Requisitions. The administration of allocated recreational funds, records, control of property and requisitioning will be per the reference. The Special Services Officer will oversee property control records on all nonexpendable items of special services equipment located outside the immediate Battalion area. Responsible officers will be appointed by all Battalion activities maintaining MCCS equipment in locations other than Buildings 2001, 2003, 2005, and 2006. Responsible officers will ensure that all property is accounted for and kept in a good state of repair and police. Property control records will be signed by the responsible officer quarterly, when there is a change of responsible officer, or when a new MCCS property listing is produced.

9. Intramural Sports Competition. Battalion personnel are encouraged to participate in intramural sports. Regulations governing intramural sports participation are contained in Marine Corps directives in the 1700 series.

10. Funding of Unit/Section Parties

a. Companies and/or sections within Headquarters and Service Battalion are authorized to have parties at specific areas as authorized by the Director, MCCS. Sample requests for reserving recreation areas and fee waivers are provided in enclosure (2).

b. Non-appropriated funds are allotted from the Commanding General to support unit/section parties. The Battalion Special Services Officer is responsible for the distribution, control and accountability of these funds. Company commanders will ensure an equitable distribution of non-appropriated funds within their companies. No company funds will be processed without the respective company commander's endorsement.

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11. Party Requests

a. Each company will appoint a special services representative to process party requests.

b. All party requests will be submitted via the appropriate company commander in the format provided at enclosure (3). Procedures for submitting these requests are contained in enclosure (4).

c. Alcoholic beverages **MAY NOT** be purchased with special services funds.

d. Special services funds may only be spent at vendors approved by MCCS. Those vendors include any MCCS activity on MCB, Quantico and Sam's Club in Woodbridge, VA. For Sam's Club purchases, a detailed shopping list must be provided to MCCS and only items on the list may be purchased. If funds are requested for a commissary purchase, then the funds must be spent at the commissary only.

e. Each request must be submitted at least seven working days prior to the date for which the party is scheduled.

f. Each request submitted must designate an officer or staff NCO who will be responsible for arranging for the unit/section party and acting as the point of contact for the party. The request must have full name, social security number, and work extension of the person to whom the check is to be made. Each request will also indicate who will be the senior Marine present at the party. The following are the specific responsibilities of the senior Marine present:

(1) Ensure that proper decorum and conduct are maintained during and after the party.

(2) Remain sober throughout the conduct of the party and ensure that persons attending are capable of safely returning to their quarters on their own or are properly escorted to ensure their safety.

(3) Ensure that the surrounding area is properly policed upon completion of the party.

g. Ensure that all receipts and money not spent are turned into the Special Services NCO within three working days after the party.

R. BARRY CRONIN

DISTRIBUTION: A



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BnO 1700.4C Ch 1
B 07-4
20 May 02

BATTALION ORDER 1700.4C Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR BATTALION SPECIAL SERVICES

Ref: (a) MCO 5215.1H

Encl: (1) Page replacement "List of Battalion Special Services Gear"

1. Situation. To direct pen changes to the basic Order.

2. Execution

a. Add the following sentence at the end of paragraph (5b) "Unit organized PT sessions may be scheduled by contacting the Special Services Non-Commissioned Officer at least one week in advance."

b. Add the following phrase at the end of paragraph (7a) under "Party Equipment: one week", "Bicycles: one working day".

c. Replace the old enclosure (1) with the new page.

d. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

3. Command and Signal. This Change is effective date signed.

S. J. CONBOY
Acting

DISTRIBUTION: A

List of Battalion Special Services Gear

1. The following is a list of gear available through Headquarters and Service Battalion Special Services. This gear can be checked out on a first-come, first-served basis:

<u>Athletic Items</u>	<u>Recreation Items</u>
Bicycles	Drink Dispenser
Volleyball Net	Coffee Brewer
Softball Gear	Coolers
Basketballs	Metal Tubs
Footballs	
Soccer Balls	
Volleyballs	
Flag Football Equipment	
Horse Shoes	
Frisbees	
Raquetball Racquets and Balls	

2. The following gear is available through MCCS:

Tables
Chairs
Canopy
Grills and BBQ Utensils
Moon Bounce
Dunk Tank
Cotton Candy Machine
Snow Cone Machine
Popcorn Machine

3. The Special Services Officer and NCO can be reached at extensions 4447/48. The MCCS Coordinator can be reached at extension 3552.

Sample Request for Lunga Picnic Area Reservation and Fee Waiver

HEADING

1710
Code
Date

From: Head, Operations and Studies Branch
 To: Manager, Lunga Reservoir
 Via: (1) Commanding Officer, Operations Company
 (2) Special Services Officer, Headquarters and Service Battalion

Subj: REQUEST FOR LUNGA PICNIC AREA RESERVATION AND FEE WAIVER

1. It is requested that the All Hands Pavilion at Lunga Reservoir be reserved for Operations and Studies Branch on 20 July from 1100 to 1700 for a section picnic. Since this picnic is a unit event, I request that the fee be waived.

2. Point of contact is SSgt Waters at extension 4-4447.

SIGNATURE

- - - - -

Code
Date

SECOND ENDORSEMENT

From: Special Services Officer, Headquarters and Service Battalion
 To: Manager, Lunga Reservoir

1. Forwarded for approval.

SIGNATURE

ENCLOSURE (2)

Sample Request for Recreation Funds

HEADING

1700
Code
Date

From: Head, Operations and Studies Branch
To: Special Services Officer, Headquarters and Service Battalion
Via: Commanding Officer, Operations Company

Subj: MCCS RECREATION FUNDS

Ref: (a) BnO 1700.4B

1. Per the reference, it is requested that this section be authorized \$50.00 for a section party to be conducted on 11 June 1991 at Lunga Picnic Area.

2. The responsible party will be GySgt William T. Smith 234 56 7896 at extension 4341. Make the MCCS check payable to GySgt Smith.

3. It is certified that the designated OIC has read and understands the provisions of the reference.

SIGNATURE

ENCLOSURE (3)

Party Request Procedures

1. All party requests must go through the company office.
2. Each request must have a section and company endorsement.
3. All authorized company representatives must bring the request to S-4 for the Special Services Officer to approve.
4. Once the request is approved by the Special Services Officer, it will be delivered to the fund custodian at MCCS.
5. Once the request is approved by the fund custodian, the company, upon notification from special services, will recover the request and any funding from MCCS and forward it to the requesting section.
6. The authorized representative from the requesting section can then purchase the required items. All paperwork will be filled out and signed. The section is not authorized to exceed funds approved.
7. The authorized company representative will bring all receipts and paperwork back to special services to be copied and filed.
8. The Special Services NCO will then take the original receipts back to the MCCS fund custodian.

